# To create the NRS Tables for Corrections/Jail Programs:

1. Open MAEMIS and switch to the Reports tab
2. Click on the Red NRS Reporter Bar and proceed as usual selecting the appropriate academic year
3. Once you have completed step 2, select one of the tables (it does not matter which one)
4. Switch to Layout Mode
5. Click on the Layout Menu button (just above the Rolodex)
6. Select the "Lookup Fields" layout
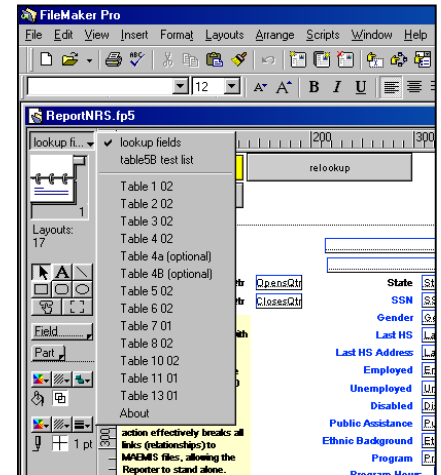
7. Switch to Find Mode
8. Scroll down to the lower right hand corner of the layout to find the "inCorrections" field.

9. Place an X in the "inCorrections" field
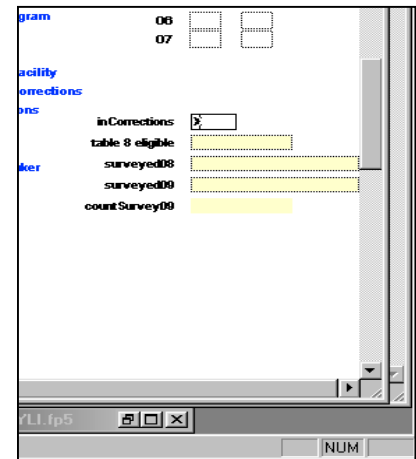
10. Make sure that the "Omit" checkbox has been marked (contains a checkmark) and click on the Find button
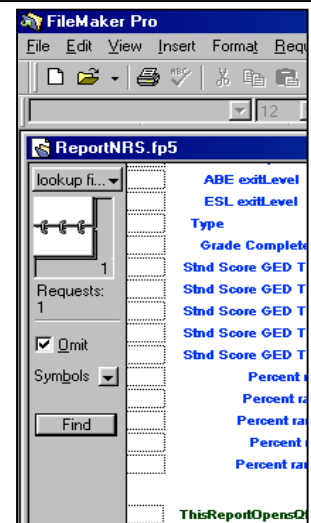
11. From the Menu Bar at the top of the screen pull down the Records menu and select "Delete all Records"
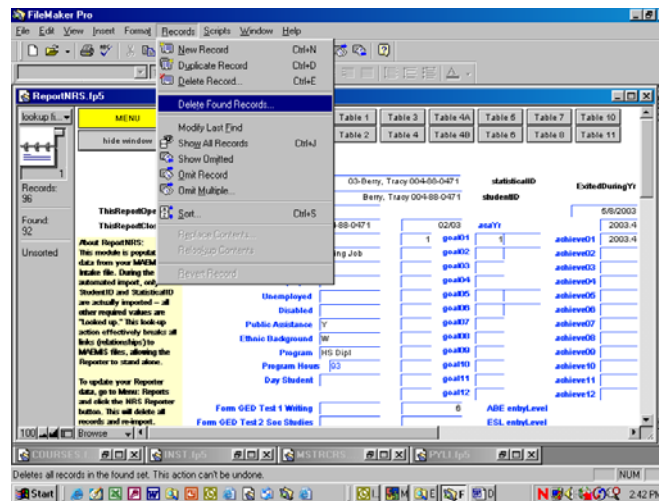
12. Click on Delete All (RELAX - this is only deleting the records in NRS Reporter, NOT from your Primary MAEMIS files. See note below)
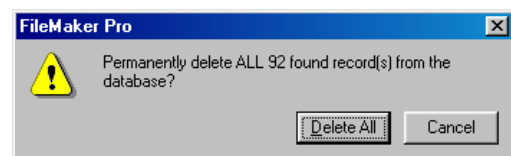
13. You are now left with only those records that are for Corrections and can proceed to the Export to MDOE Script and/or print a set of tables for your records.
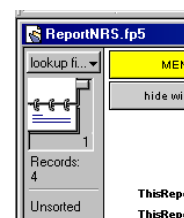
To produce the NRS Tables for all students except the corrections:

1. Follow Steps 1 through 9 above
2. Do not checkmark the "Omit" Field. Leave it blank
3. Do the Find (this find will select only the corrections records)
4. Proceed with step 11 above (delete the corrections records)
5. You are now left with all the records except for the Corrections and can proceed to the Export to MDOE Script and/or print a set of tables for your records.

Note: If you make a mistake or just want to start over, you can go back to the Reports Tab on Menu and click on the Red NRS Reports Bar. This will repopulate NRSReporter with all the records for the applicable academic year.